

NOFA Appendix G

HOME CHDO Annual Recertification Documents

Attention: Existing CHDOs last certified prior to January 1, 2009

Pursuant to HUD requirements that existing CHDOs be recertified every time they are awarded HOME funds, please submit all of the following documents with your HOME Application by the application deadline of August 14, 2009.

If you are a new CHDO or you are an existing CHDO who was recertified in 2009, you do not need to submit these documents.

- 1) a copy of the corporation's bylaws and any amendments which describe, at a minimum, the following:
 - (A) the governing board composition,
 - (B) the fulfillment and maintenance of the 1/3 representation requirement contained in 24 CFR Section 92.2,
 - (C) a description of the manner in which board members are selected;
 - (D) evidence that the purposes of the organization comply with 24 CFR Section 92.2, and
 - (E) relationships to for-profit individuals or entities, if any, as they relate to the governance of the corporation.
- 2) a copy of the corporation's articles of incorporation and any amendments;
- 3)
 - (i) a list of the names of board members, their occupations, the names of their employers and any appointment or election to a public body, and
 - (ii) an indication of which members fulfill the requirement of the 1/3 representation by residents of low-income neighborhoods, other low-income community residents, or elected representative of low-income neighborhood organizations.
 - (iii) self-certification letters from each of the board members that satisfy the low-income requirement in which it states how they meet this requirement in accordance with (ii) above.
- 4) The applicant has staff that possesses the core competencies listed herein, and has a staffing plan specifying the number of full-time staff persons and percentages of these persons' working hours which are allotted to housing projects. The required core housing development competencies are the knowledge, skills and ability to:

- (A) Conduct market/needs analyses and conceptual project design;
- (B) Choose and negotiate purchase of a suitable site;
- (C) Select and work with architects and other consultants;
- (D) Understand and comply with local planning, zoning and building requirements;
- (E) Create a development pro forma and operating budget;
- (F) Set rents or sales prices;
- (G) Identify financing sources and apply for financing;
- (H) Comply with other lender requirements;
- (I) Deal with community concerns;
- (J) Comply with CEQA and NEPA requirements;
- (K) Choose and work with construction contractors;
- (L) Manage the construction process;
- (M) Choose and work with a management agent;
- (N) Successfully market a project; and
- (O) Comply with HOME program requirements, construction close-out and long-term obligations.